

Items needed for the CACFP review

Documents:

- Copy of your contract to operate the CACFP
- Civil Rights, Federal Relay and WIC posters posted
- Documentation of annual training to staff about the CACFP and civil rights
- Environmental Health Officer or sanitarian's report, a copy of the most recent inspection within 12 months for each kitchen used for CACFP food services
- Information given to parents that states you participate in the CACFP and civil rights information
- Head Start Director's name, home address and date of birth
- Minutes of the most recent council or board meeting that mentions the CACFP

For the month of review:

- Menus
- Food Production records
- Meal Participation Record
- Child Attendance Records
- Original receipts for food and milk purchases
- Payroll documents for food service staff and CACFP administration
- Payment documentation and pink worksheet